

CANDIDATE INFORMATION BULLETIN

Professional Licensing Boards Division

Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists

Professional Counselor Licensure Examination



Examination Development and Testing Unit

This bulletin has been prepared by the Examination Development and Testing Unit (EDTU) of the Professional Licensing Boards Division. Please review this bulletin carefully. It provides you with information about your licensing examination.

TABLE OF CONTENTS

BEFORE THE EXAMINATION

- A. LOCATION, DATE, AND TIME
- B. EXAMINATION PREPARATION
- C. VETERANS PREFERENCE POINTS
- D. SPECIAL ACCOMODATIONS FOR CANDIDATES WITH DISABILITIES

AT THE EXAMINATION

- A. WHAT TO BRING TO THE EXAMINATION
- B. CONDUCT DURING THE EXAMINATION
- C. VISITORS AT THE EXAMINATION SITE
- D. DESCRIPTION OF THE EXAMINATION

AFTER THE EXAMINATION

- A. PASS/FAIL STATUS
- B. SCORE REPORTING
- C. STATISTICAL REVIEW OF EXAMINATION PERFORMANCE
- D. REEXAMINATION PROCEDURE

BEFORE THE EXAMINATION

A. Location, date, and time

Each person who has been found eligible to sit for the examination will receive a scheduling notice. That scheduling notice will state the place, date, and hour of the examination and will provide directions. We recommend that you locate the testing site before the time of the examination. Candidates who arrive after the examination has begun will not be admitted.

B. Examination Preparation

Preparation materials. The National Board of Certified Counselors (NBCC) has prepared a list of references, which may be of value in preparing for the professional counselor examination. These references at their website at <http://www.nbcc.org/exams/study.htm> and are also listed in their guide, which is referenced in Section 4 of this bulletin. Neither the NBCC nor the Professional Licensing Board endorse any particular list of references nor do either of these entities imply or express that using any particular reference will lead to enhanced performance.

Test taking tips

1. Read all instructions carefully and listen carefully to all oral instructions. Be sure you understand them. Ask questions about anything that is unclear.
2. Be sure to mark an answer for each question on the written examination, even the ones about which you may be unsure. The final score is based on the number of questions that are answer correctly. Make sure that only one answer is marked per question. Questions that have two answer spaces marked are scored as incorrect.
3. For each question, select the *BEST* answer of the options listed. More than one choice may be partially correct, but for each question there should be only one best answer. If you think there may be more than one best answer for any question, say so on the comment sheet, but mark what you believe is the best answer.
4. Be sure to mark answers on the answer sheet provided. No credit will be given for any answers marked in your booklet.
5. Scratch paper will not be allowed at the examination. You may perform any computations or make any notes you wish in your exam booklet.
6. Do not make stray marks on your answer sheet. You may make a note in your exam booklet next to any questions you wish to review before you turn in your examination.

C. Veteran preference points

Georgia law (General Provisions Volume 30, Title 43-1-9 (1)(2)(3)) provides that veterans meeting certain conditions are eligible for the addition of five or ten percentage points to their examination scores.

To qualify, veterans must have served for a minimum of one year in active duty status, and must have served during a period of conflict or war for a minimum of 90 days. The law provides that you may also qualify for veterans preference points if you were "discharged for injury or illness incurred in [the] line of duty...if [your] disability is rated at 10 percent or above at the time of taking the examination."

To apply for veterans' preference points candidates must submit a copy of their DD-214 form and documentation of disability if applicable, to the Board office at the time of application.

D. Special accommodations to candidates with disabilities

The Composite Board wants to ensure that all qualified individuals with a disability have the opportunity to take the licensing examination.

Wheelchair access is available at all established test centers. Candidates are requested to advise the Board, in writing, at the time of application, that wheelchair access is necessary.

Qualified candidates with sensory, mental, or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations. Candidates should contact the Board office at the address below, to obtain the "Request for Disability Accommodation Guidelines." Application materials, including information requested in the "Guidelines," must be received by the Board by the application deadline, and are available from:

The Composite Board
237 Coliseum Drive
Macon, GA 31217

AT THE EXAMINATION

A. What to bring to the examination

1. **Your scheduling notice** – contains date, time, and location of examination.
2. **Identification** – identification that is current and has both the candidate's photograph and signature. The preferred form of identification is a current driver's license. Candidates who do not have a driver's license may use a current state identification card, a current passport and resident alien card, or an Immigration and Naturalization Services (INS) work permit. Candidates without proper identification will not be admitted to the examination.
3. **Pencils** – Bring two sharpened, number two pencils with erasers. Mechanical pencils are not allowed.

B. Conduct during the examination

Smoking is **NOT** allowed at the examination site.

No food or drink may be brought into the examination room.

Dress comfortably but professionally (no shorts, tank tops, hats, etc.). Individuals have different temperature preferences and it is not possible for us to please everyone. We recommend that candidates bring a sweater or jacket so that they can be comfortable in different conditions.

You are expected to conduct yourself in a professional manner during the examination. Failing to follow these rules may result in your dismissal from the examination.

1. You may not bring books, calculators, or any reference material into the examination, or use any performance aids during the examination.
2. You may not bring cell phones, cameras, phones, tape recorders, beepers, or electronic recording or transmitting devices into the examination. If you bring one of these devices to you will have to leave it, unattended, outside the exam room. The state will not assume any responsibility for the device. If you are found in the examination room with such a device you will be dismissed from the examination.
3. You may not take notes or memoranda from the examination room.
4. You may not remove any examination materials from the examination room.

5. You are not to reproduce or reconstruct any portion of the licensing examination or aid others in doing so.
6. The examination supervisors cannot answer any questions about the content of any examination questions. Candidates are asked to record comments or questions about examination items on the answer sheet. These comments will be evaluated by experts during the scoring of the examination.
7. Candidates may not leave the examination room except with the examination supervisor's expressed permission. If you are permitted to leave and return, you will not be granted any extra time to complete your examination.
8. You may be dismissed from the examination room and may be denied a license for misbehaving including, but not necessarily limited to:
 - a. talking to, signaling, or disrupting other candidates;
 - b. attempting to copy answers from another candidate;
 - c. allowing your answers to be copied;
 - d. failing to follow the examination supervisor's instructions;
 - e. attempting to use unauthorized reference materials.

C. Visitors

ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE TESTING SITE

D. Description of the examination

The professional counselor examination is a 200-question multiple-choice examination that covers job knowledge required of professional counselors. The examination includes 40 "field test" items that are not scored and 160 items that are scored and used to determine whether you meet the minimum criterion score for that form. It was developed by the National Board of Certified Counselors, Inc., a component of the National Board for Certified Counselors (NBCC). Candidates are given four hours to complete the examination. There is no penalty for guessing. Detailed information about the examination, including sample questions and a sample answer sheet, is available in at the MBCC web site at <http://www.nbcc.org/depts/exammain.htm> and in the publication Your Guide to the National Counselor Examination published by the NBCC, 3-D Terrace Way, Greensboro, NC, 27403. The NBCC telephone number is (336) 547-0607.

Examination content areas

<u>Content Area</u>	<u>Scored</u>	<u>Field test items</u>	<u>Total</u>
Human Growth and Development	12	5	17
Social and Cultural Foundations	11	5	16
Helping Relationships	36	5	41
Groups	16	5	21
Lifestyles/Career Development	20	5	25
Appraisal	20	5	25
Research and Evaluation	16	5	21
Professional Orientation	<u>29</u>	<u>5</u>	<u>34</u>
Total	160	40	200

AFTER THE EXAMINATION

A. Pass/Fail Status

The National Board for Certified Counselors developed the Professional Counselor Examination. The passing score was set, using recognized methodology, by a national panel of counselors and has been adopted by the Georgia Composite Board as the passing score for licensing purposes. This score varies from form to form of the examination but has ranged in recent administrations from a score of 99 to 107 questions correctly answered of the 160 scored questions. In recent administrations, about 70 percent of examinees made scores that equaled or exceeded the passing score.

B. Score reporting

Candidates will be notified of examination results by letter approximately four to six weeks after the examination. Examination scores are confidential and will not be released over the telephone so please do not call the Examination Development and Testing office or the Board office for this purpose. Candidates who fail the exam will be given a breakdown of scores by content areas.

C. Statistical review of examination performance

A statistical analysis of the examination and a review of candidates' comments are performed after the administration of each examination. This analysis assures the validity and reliability of the examination.

D. Reexamination procedure

Candidates failing any of the above examinations must retake and pass the failed examination(s) in order to become licensed. If you are eligible to sit for a future exam, you will be required to pay another fee in order to be rescheduled. Reapplication is handled by the Board Office (see address and telephone number above). Please contact them for information regarding reapplication forms, fees and deadlines, or visit the Board site at <http://www.sos.state.ga.us/plb/counselor/>.

Examination review/hand score

In order to minimize exposure of the question banks, examination reviews by candidates are not allowed.

If you did not pass any part of the Georgia State Examinations, you may request that your examination be hand scored. If you would like your examination answer sheet hand scored, send your request in writing, within thirty (30) days of the postmark of your examination results notice, along with a check for \$20.00 per exam requested made payable to the Secretary of State to the address below.

Exam Development and Testing Unit
237 Coliseum Drive
Macon, Georgia 31217-3858
ATTN: LPC hand score

Licenses

Candidates who pass the professional counselor examination will receive their license directly from the Board office. Further additional information or questions about licensing, contact the Georgia Composite Board of Professional counselors, Social Workers, and Marriage and Family Therapists, or visit the Board web site located at <http://www.sos.state.ga.us/plb/counselors>

The Professional Licensing Boards Division does not discriminate among candidates on the basis of age, sex, race, religion, national origin, or disability

The Examination Development and Testing Unit gratefully acknowledges the assistance of other state licensing programs in the development of this candidate information bulletin. Portions of this bulletin were based on candidate information bulletins of other states.

Revised: February 15, 2005